

**Minutes of the Meeting of Hellesdon Parish Council  
held on Tuesday 11<sup>th</sup> July 2023 at 7pm  
in The Council Chamber, Diamond Jubilee Lodge**

**PRESENT:**

Cllr B Johnson (Chairman)  
Cllr G Britton  
Cllr I Duckett  
Cllr R Forder  
Cllr S Holland  
Cllr D Maidstone

Cllr N Barker  
Cllr L Douglass  
Cllr D. Fahy  
Cllr S Gurney  
Cllr A Lock

**In attendance:** Mrs F LeBon (Clerk), P.C Hales (Norfolk Constabulary) and three members of the public.

**Welcome by the Chairman** – Cllr Johnson opened the meeting at 7pm and welcomed all to the meeting. The rules relating to the recording of meetings were read.

**1. Apologies and Acceptance for Absence**

Apologies for absence were accepted from Cllr Britcher, Cllr Diffey, Cllr Sear, Cllr Smith and Cllr Sparkes. Apologies were also received from District Councillor Jones.

**2. Declarations of Interest and Dispensations**

There were no declarations of interest, or requests for dispensations made.

**3. Minutes from Full Council meeting held 13<sup>th</sup> June 2023**

The Minutes of the Full Council meeting held on 13<sup>th</sup> June 2023 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting, after a proposal from Cllr Britton and a second from Cllr Forder.

**4. Public Participation**

P.C. Hales reported that he and P.C. Hill had been doing patrols on Mountfield Avenue and Hercules Road, doing speed checks and ensuring drivers are abiding by the 'access only' restrictions. There were no vehicles speeding and words of advice were given to those who were using the road as a cut through to avoid the official diversion routes from the Boundary. They will patrol this area as much as possible during the roadworks period.

P.C. Hales will clarify whether the police can provide cones along Heather Avenue to prevent dangerous parking.

Should the public wish to email P.C's Hales and Hill for non emergency matters, they can do so on [SNThellesdonandhorsford@norfolk.police.uk](mailto:SNThellesdonandhorsford@norfolk.police.uk).

**5. Council Reports**

**a) To Receive Clerk's Written Report**

This had been previously circulated. The following matters were added:

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- That the directional signage to be located on Middletons Lane to direct pedestrians to the community centre and Parish Council offices had been ordered by Norfolk County Council but had been damaged in transit. It is hoped that the replacements can be installed soon.
- Broadland Council had approached the Parish Council about providing a venue for free mental health training in the community to raise awareness and to signpost people for further help. Those attending can become Wellbeing Champions, and if Hellesdon has 15 or more Wellbeing Champions it can achieve the status of a Mindful Community. It was **AGREED** that this would be a project that would be of great benefit to the community and the council chamber should be made available to facilitate this.

The report was **ACCEPTED**.

**b) To Receive Written Reports from District and County Councillors**

Written reports had been previously circulated.

Cllr Johnson corrected his report in that he had arranged for a highway repair on Woodland Road, rather than Wood View Road.

Cllr Gurney reported that she had received 81 items of correspondence about the Boundary since its closure. She had arranged for the rotation of the traffic lights at either end of Middletons Lane to be changed to alleviate some of the traffic being caused by the closure.

Cllr Douglass reported that she and Cllr Jones had met with The Whiffler to discuss anti-social parking associated with the business. A meeting will be arranged with local residents to further discuss.

It was clarified, after a query from Cllr Douglass, that the police are responsible for enforcing Traffic Regulation Orders issued from the Highways Authority.

Cllr Forder reported that the traffic was particularly bad this evening and suggested that the parking bays along Hercules Road, which were originally designed to serve businesses which are now no longer trading in this area, should now be removed. Cllr Gurney advised that this is being discussed with Norfolk County Council.

It was clarified that the fatality reported along the Low Road was not Highways related.

**c) Verbal Update from Chairman**

No further updates.

**6. Financial Matters**

**a) Bank Reconciliation – June 2023**

It was **AGREED** to accept this reconciliation.

**b) Earmarked reserves summary**

This report was **NOTED**.

**c) Payments – June 2023**

The payments detailed in the written report were **AGREED**.

**d) Receipts – June 2023**

The receipts detailed in the written report were **AGREED**.

**e) Detailed Income and Expenditure 1<sup>st</sup> April 2023 – 30<sup>th</sup> June 2023**

This report was **NOTED**.

**7. Planning Committee**

**a) To Note the Decisions made by the Planning Committee on 13<sup>th</sup> June 2023 and 27<sup>th</sup> June 2023**

The minutes and decisions arising from the Planning Committee meetings held on 13<sup>th</sup> and 27<sup>th</sup> June 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made.

**8. Events Committee**

**a) To Note the Decisions made by the Events Committee on 20<sup>th</sup> June 2023**

Cllr Douglass reported that the this meeting was the final meeting before the Summer Fayre, where all details were finalised. The Fayre was very well received and the next meeting will be

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held on 25<sup>th</sup> July to review the event to see if any improvements can be made for next year. Cllr Douglass thanked all staff for their efforts on the day.

**9. Community Cafe Committee**

**a) To Note the Decisions made by the Community Cafe Committee on 22<sup>nd</sup> June 2023**

The minutes and decisions arising from the Community Café committee meeting held on 22<sup>nd</sup> June 2023 had been circulated. The Clerk clarified that the café started trading three days a week, week commencing 10<sup>th</sup> July. In addition to this, as part of the grant application, it was hoped to secure a refrigeration display unit, however this was too large for the counter top. In consultation with the Cook/Manager, a large air frier was purchased instead. This, along with the securing of a local meat supplier, would enable good quality burger and chips to be served during the school holidays. It was **AGREED** to note the minutes and the decisions made.

**10. Playing Fields, Allotments and Amenities**

**a) To Note the Decisions made by the Playing Fields, Allotments and Amenities Committee on 6<sup>th</sup> July 2023**

The minutes from the Playing Fields, Allotments and Amenities Committee meeting held on 6<sup>th</sup> July 2023 had been circulated.

Cllr Maidstone reported that all fees had been reviewed. The damage deposit and administration fee on allotments had been removed to incentivise having an allotment. The annual fee for taking up an allotment would rise from £45 to £48 in October 2024.

Small price increases were also agreed for the other sports facilities, with the exception of the hire of the bowling green which would require further investigation.

The annual RoSPA play equipment reports were also considered by the committee, with no matters of concern. Cllr Maidstone thanked the grounds staff for their work in keeping the play areas in good condition.

It was agreed in principle to install two seats at Cottinghams Park, with the Clerk and the Facilities Manager to send further detail to the committee, within a budget of £2,000.

It was **AGREED** to note the minutes and the decisions made.

**11. Community Centre Committee**

**a) To Note the Decisions made by the Community Centre Committee on 11<sup>th</sup> July 2023**

This meeting was held earlier in the day, so no minutes had been circulated.

With regards to the WC improvement project, the tender document will be released on Friday 14<sup>th</sup> July. The Project Manager will send to reputable builders and The Clerk will place on Contracts Finder. Councillors were invited to suggest other firms that may be interested in tendering for the works. As a result of further information being received, the committee agreed that builders would be allowed to select their own subcontractors, with the exception of the provision of sanitaryware. This would provide best value for the tax payer.

**12. Parish Partnership**

**a) To Receive Notification of Norfolk County Council Parish Partnership Scheme 2024/2025 and Discuss Initial Ideas for Projects**

It was **AGREED** to look into the feasibility of the following projects:

- i) Additional bus shelters along the Drayton High Road
- ii) Improve pedestrian crossing facilities across Cromer Road at Meadow Way.

Approved.....

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**13. Library Bollard Scheme**

**a) To Consider Legal Agreement for the Library Protection Scheme**

It was anticipated to have the legal agreement from Nplaw in time for this meeting, however it was not forthcoming. It was **AGREED** that the signing of the legal agreement should be delegated to the Chairman and the Clerk, when it is received.

**14. Meadow Way**

**a) To Receive Norfolk County Council Decision on Meadow Way Land**

It was reported that Norfolk County Council had agreed to sell two areas of land adjacent to the Meadow Way play area. Discussions occurred as to the merits of purchasing this land, but it was noted that rights of way were already established. It was **AGREED** to keep the matter under review.

**15. Western Link**

**a) To Receive Report from Parish Council Representative for the Western Link, Regarding Meeting held on 27<sup>th</sup> June**

The Parish Council representative for the Western Link had provided apologies. The Cabinet report from Norfolk County Council on this project had been circulated prior to the meeting. This report was **NOTED**. It was reported that the legal challenge against the Western Link on environmental grounds had failed, but was likely to be appealed.

**16. Boundary Road Closure**

**a) To Receive Initial Feedback on Road Closure**

This had been discussed under public participation and the County Councillor's report. Cllr Gurney added that some of the correspondence received had been very abusive. There was a need to understand why the works had to be done. The technology controlling the traffic in this area is outdated and needs to be replaced from a safety perspective.

**17. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 18 view of the confidential nature of the business to be transacted. This was AGREED.**

*The Meeting was Closed to the Press and Public*

**18. Community Centre Outstanding Matters**

**a) To Receive Recommendation from the Community Centre Committee on Matters Outstanding from the Community Centre Refurbishment**

It was reported that further to new evidence being obtained by the Parish Council on the condition of works completed, the builder's insurer has agreed to send out a specialist for review.

*The Meeting was Re-Opened to the Press and Public*

**19. Matters for the Next Agenda**

Update on Community Centre Outstanding Matters  
Possible Parish Partnership Schemes  
Update on Completion of Library Bollard Scheme

**20. Time and Venue of Next Council meeting.**

The requirement for a meeting in August is to be determined.

The meeting closed at 8.42pm

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